

Adding Products Outside of Reports

1 Introduction

Throughout the life cycle of an Award, various products may be created. These products may include: inventions, patents, books, articles, conference papers, etc. Products can be routinely added or updated in the Progress Report Task or when submitting your Renewal Proposal Products (RPP). Products can also be added or edited from the Products – List page located in the Awards Folder.

The purpose of this document is to provide step-by-step instructions for users to follow to add or edit Products from the Products List page.

2 Prerequisites

Before you can add or edit a Product outside of a report, the following criteria must be met:

- The user is registered in PAMS
- The user has peer access to an active award

3 Viewing an Award’s Products

Use the following steps to view products outside of a report.

1. Log in to the PAMS external website at: <https://pamspublic.science.energy.gov>
2. Navigate to the **Awards** tab. (Figure 1)

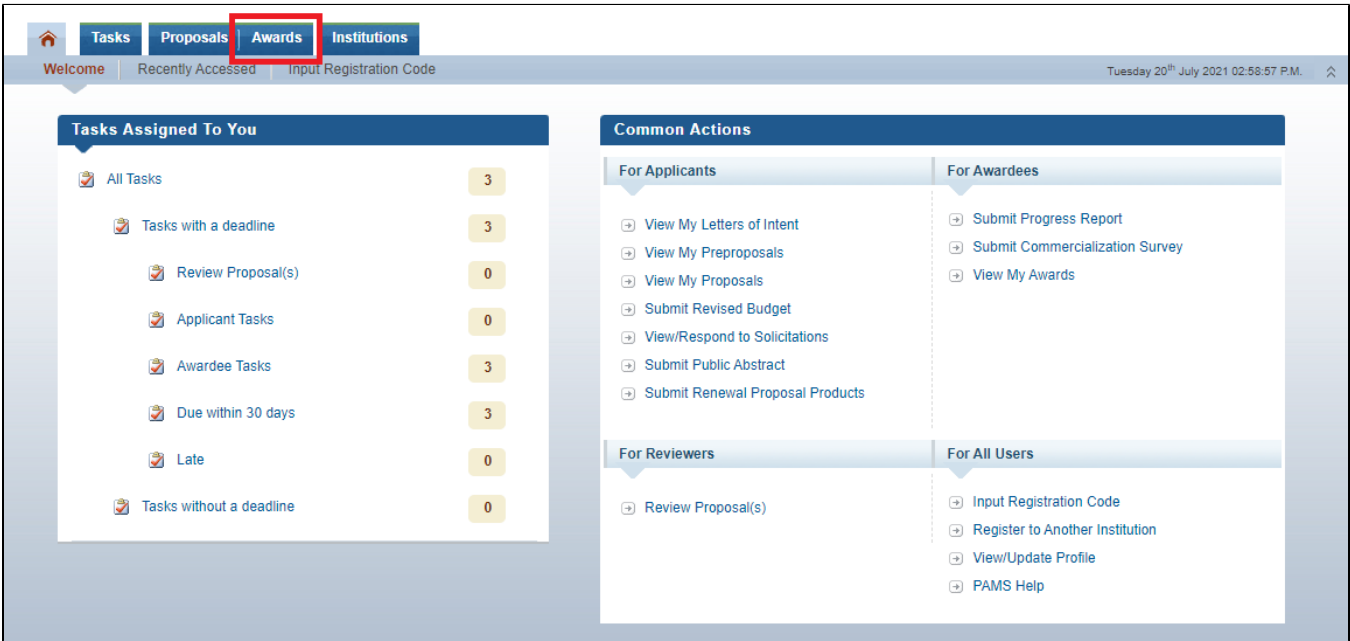


Figure 1. Homepage, Awards

3. PAMS will load the My Awards – List page, which displays all the Awards you have access to in PAMS. Browse the list or use the filters or advanced search above the grid to find the Award for which you would like to view the Products. Once you have found an Award, click the **Actions/Views** context menu in the Options column and select **Award Folder**. (Figure 2)

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:02:41 P.M.

You are here: [Home](#) » [Awards](#) » [Browse](#)

My Awards - List

This page lists all the Awards to which you have access. If you do not see an Award, click the Add Award to Portfolio link above the grid to request access. Under the (+ View More)

[Add Award to Portfolio](#)
[Detailed View](#) | [Search](#) | [Saved Searches](#)

1

Page size: 15

Go

12 items in 1 page(s)

Award Number	Project Title	Award Role	Most Recent Award Date	Award Status	Options
DE-SC0000000	[Project Title]	Other	12/01/2020	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	03/23/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	01/25/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	11/30/2020	Active	Actions/Views
DE-SC0000000	[Project Title]	Other, PI	12/10/2020	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	12/10/2020	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	03/25/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	11/08/2018	Inactive	Actions/Views
DE-SC0000000	[Project Title]	PI	03/18/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	04/20/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	03/24/2021	Active	Actions/Views
DE-SC0000000	[Project Title]	PI	04/09/2020	Active	Actions/Views

1

Page size: 15

Go

12 items in 1 page(s)

Action

Request Additional Access

Manage Users

View

Award Folder

Modification History

My Current Access

Users with Access

Figure 2. Awards, Award Folder

4. PAMS will navigate to the Award Folder for that Award, which displays all the information about the Award as well as a Useful Links section. Click **View Products List** under Post Award in the Useful Links section. (Figure 3)

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:03:15 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General []

Award Folder

General information about the award is listed below. The NUMBER OF PENDING TASKS field shows the actual number of tasks assigned to you for the award. To view and access (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Institution: [Institution Name, City, State]

DUNS: 000000000

PM: [LastName, FirstName]

Most Recent Award Date: 03/23/2021

Number of Support Years: 8

PI: [LastName, FirstName]

Current Budget Period: 11/01/2020 - 10/31/2021

Current Project Period: 11/01/2019 - 10/31/2022

Amount Awarded this Budget Period: \$0.00

Supplement Budget Period: N/A

Resources

View

Program Contact Info | Public Abstract

NUMBER OF PENDING TASKS: 1

Useful Links

Preaward

View Proposal(s)

Post Award

View Progress Reports Currently Due

View Progress Reports Scheduled

View Submitted Progress Reports

View Existing Award Modification Requests

View Products List

Award Users

Approve Award Access Requests

Manage Award Access

Request Additional Award Access

Figure 3. Award Folder, View Products List

5. PAMS will navigate to the Products – List page, which displays all Products associated to the Award. (Figure 4).

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:04:39 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General []

Products - List

Below is a list of products associated with this award. To add a new product click the Add Product link above the grid. To update a product click the Update action from (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Add New Publication

Add New Intellectual Property

Add New Technology or Technique

Add Other Product

Type	Title	Author(s)	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Journal Article	[Title]	[Author(s)]	Actions/Views
Journal Article	[Title]	[Author(s)]	Actions/Views
Journal Article	[Title]	[Author(s)]	Actions/Views
Journal Article	[Title]	[Author(s)]	Actions/Views
Journal Article	[Title]	[Author(s)]	Actions/Views
Journal Article	[Title]	[Author(s)]	Actions/Views
Website	[Title]	[Author(s)]	Actions/Views
Website	[Title]	N/A	Actions/Views

Figure 4. Products – List

4 Adding a New Product

Refer to the sections below to add a new Product to the Award.

4.1 Adding a New Publication

- There are seven types of Publications: Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, and Other Publication. Use the steps below to add a Publication to the Award.
1. Click **Add New Publication** above the grid on the Products – List page. (Figure 4)
 2. PAMS will navigate to the Add New Award Publication page. Click the dropdown in the Type field and select the appropriate Publication Type. (Figure 5)

Home Tasks Proposals Awards Institutions

Browse Guide Me Tuesday 20th July 2021 03:08:02 P.M.

ALL FUNCTIONS <<

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [icon] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (+ View More)

DE-SC0000000: [Project Title] Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Fields with * are required

Publication

* Type ⓘ

Populate Form

Journal Article

Book

Book Chapter

Thesis/Dissertation

Conference Paper/Presentation

Website

Other Publication

Cancel Save and Continue

Figure 5. Add New Award Publication

3. Click **Populate Form**. PAMS will reload the page and display a form specific to the selected Product Type.

Refer to the sections below for guidance on completing the fields for each Publication Type.

4.1.1 Journal Article

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:09:17 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress

Reports

Submitted Progress

Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the ([View More](#))

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info

Public Abstract

Fields with * are required

Publication

Type

Journal Article

Populate Form

Journal Article

Article Title

Approximately 1/2 page (Max 1000 Characters without spaces). 1000 Characters left.

Author(s)

Journal

Journal Peer Reviewed?

☐ Yes
☐ No

Publication Status

Select One

Volume

Issue

First Page Number or eLocation ID

Publication Date

(Valid format for the publication date is MM/DD/YYYY or MM/YYYY or YYYY.)

Publication Location

Publication Identifier Type

If 'Other', Please specify:

Publication Identifier

Acknowledgement of DOE Support?

☐ Yes
☐ No

Cancel

Save and Continue

Figure 6. Add New Award Publication, Journal Article

Required Fields

Element	Description
Type	This field contains the Publication type you selected and determines the Publication form you are filling out.
Article Title	Enter the title of the article.
Author(s)	Enter the name(s) of the author(s) of the article.
Journal	Enter the name of the journal in which the article is published or to be published.
Journal Peer Reviewed?	Select the "Yes" or "No" radio button to indicate whether the article was peer reviewed.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: Published , Awaiting Publication , Accepted , Under Review , Submitted , or Other . If Other , specify in the box to the right of the dropdown.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.1.2 Book

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:15:32 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Fields with * are required

Publication

Type Book Populate Form

Book

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Book Title

Author(s)

Book Edition

Book Volume

Publication Status

Book Publisher

Publication Year

Publication Location

Book Peer Reviewed?

Editor(s)

Publication Identifier Type (Required if the Status is Published)

Publication Identifier (Required if the Status is Published)

Acknowledgement of DOE Support?

Cancel

Save and Continue

Figure 7. Add New Award Publication, Book

Required Fields

Element	Description
<i>Type</i>	This field contains the Publication type you selected and determines the Publication form you are filling out.
<i>Book Title</i>	Enter the title of the book.
<i>Author(s)</i>	Enter the name(s) of the author(s) of the book.
<i>Publication Status</i>	Click the dropdown and select one of the following to indicate the status of the publication: Published , Awaiting Publication , Accepted , Under Review , Submitted , or Other . If Other , specify in the box to the right of the dropdown.
<i>Book Publisher</i>	Enter the name of the book's publisher.
<i>Book Peer Reviewed?</i>	Select the "Yes" or "No" radio button to indicate whether the book was peer reviewed.
<i>Acknowledgement of DOE Support?</i>	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.1.3 Book Chapter

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:17:52 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Fields with * are required

Publication

Type Book Chapter Populate Form

Book Chapter

Chapter Title

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Author(s)

First Page Number or eLocation ID

Book Title

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Book Edition

Book Volume

Editor(s)

Publication Status

Select One

Book Publisher

Publication Year

Publication Location

Chapter Peer Reviewed?

Yes No

Publication Identifier Type

If 'Other', Please specify:

Publication Identifier

Acknowledgement of DOE Support?

Yes No

Cancel

Save and Continue

Figure 8. Add New Award Publication, Book Chapter

Required Fields

Element	Description
Type	This field contains the Publication type you selected and determines the Publication form you are filling out.
Chapter Title	Enter the title of the book chapter.
Author(s)	Enter the name(s) of the author(s) of the book chapter.
Book Title	Enter the title of the book.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: Published , Awaiting Publication , Accepted , Under Review , Submitted , or Other . If Other , specify in the box to the right of the dropdown.
Book Publisher	Enter the name of the book's publisher.
Chapter Peer Reviewed?	Select the "Yes" or "No" radio button to indicate whether the chapter was peer reviewed.

Acknowledgement
of DOE Support?

Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.1.4 Thesis/Dissertation

The screenshot shows a web application interface for adding a new award publication. The top navigation bar includes 'Home', 'Tasks', 'Proposals', 'Awards', and 'Institutions'. Below this is a 'Browse' button and a 'Guide Me' link. The user is logged in as 'Tuesday 20th July 2021 03:20:42 P.M.'. The left sidebar shows 'ALL FUNCTIONS' with a dropdown menu for 'General' (Award Overview, Award Home, Modification History) and 'Products' (Submissions, Scheduled Progress, Reports, Submitted Progress, Reports, Modification Requests, Users, View List). The main content area is titled 'Add New Award Publication' and shows the user is here: Home » Awards » Browse » General [] » Products. The form is for 'DE-SC0000000: [Project Title]' with an 'Award Status: Active'. It has a 'Resources' section with a 'View' button and a 'Program Contact Info | Public Abstract' link. The form fields are: 'Type' (Thesis/Dissertation), 'Title' (approximately 1/2 page, Max 1000 Characters without spaces), 'Author(s)', 'Institution', 'Completion Date', and 'Acknowledgement of DOE Support?' (Yes/No radio buttons). There are 'Cancel' and 'Save and Continue' buttons at the bottom.

Figure 9. Add New Award Publication, Thesis/Dissertation

Required Fields

Element	Description
Type	This field contains the Publication type you selected and determines the Publication form you are filling out.
Title	Enter the title of the thesis/dissertation.
Author(s)	Enter the name(s) of the author(s) of the thesis/dissertation.
Institution	Enter the name of the institution to which the thesis/dissertation was presented.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.1.5 Conference Paper/Presentation

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:22:10 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress Reports

Submitted Progress Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Fields with * are required

Publication

Type

Conference Paper/Presentation

Populate Form

Conference Paper/Presentation

Paper Title

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Author(s)

Conference Name

Conference Location

Conference Date

Publication Status

Select One

If "Other", Please specify:

Acknowledgement of DOE Support?

☐ Yes
☐ No

Cancel

Save and Continue

Figure 10. Add New Award Publication, Conference Paper/Presentation

Required Fields

Element	Description
Type	This field contains the Publication type you selected and determines the Publication form you are filling out.
Paper Title	Enter the title of the conference paper/presentation.
Author(s)	Enter the name(s) of the author(s) of the conference paper/presentation.
Conference Name	Enter the name of the conference for which the conference paper/presentation was written.
Conference Location	Enter the city and country in which the conference was held.
Conference Date	Enter the date on which the conference began.
Publication Status	Click the dropdown and select one of the following to indicate the status of the publication: Published , Awaiting Publication , Accepted , Under Review , Submitted , or Other . If Other , specify in the box to the right of the dropdown.
Acknowledgement of DOE Support?	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.1.6 Website

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:23:51 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress

Reports

Submitted Progress

Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info | Public Abstract

Fields with * are required

Publication

Type

Website

Populate Form

Website

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Title

URL

Description

Cancel

Save and Continue

Figure 11. Add New Award Publication, Website

Required Fields

Element	Description
Type	This field contains the Publication type you selected and determines the Publication form you are filling out.
Title	Enter the title of the website.
URL	Enter the web address.

4.1.7 Other Publication

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:27:41 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress

Reports

Submitted Progress

Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Publication

You can add a new Journal Article, Book, Book Chapter, Thesis/Dissertation, Conference Paper/Presentation, Website, or Other Publication on this page. Select the (→ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info

Public Abstract

Fields with * are required

Publication

Type

Other Publication

Populate Form

Other Publication

Approximately 1/2 page (Max 1000 Characters without spaces): 1000 Characters left.

Title

Author(s)

Description

Approximately 1 page (Max 2000 Characters without spaces): 2000 Characters left.

Publication Date

Publication Status

Acknowledgement of DOE Support?

Cancel

Save and Continue

Figure 12. Add New Award Publication, Other Publication

Required Fields

Element	Description
<i>Type</i>	This field contains the Publication type you selected and determines the Publication form you are filling out.
<i>Title</i>	Enter the name of the publication.
<i>Author(s)</i>	Enter the name(s) of the author(s) of the publication.
<i>Description</i>	Enter a description of the publication.
<i>Publication Status</i>	Click the dropdown and select one of the following to indicate the status of the publication: Published , Awaiting Publication , Accepted , Under Review , Submitted , or Other . If Other , specify in the box to the right of the dropdown.
<i>Acknowledgement of DOE Support?</i>	Select the "Yes" or "No" radio button to indicate whether an acknowledgement of DOE Support was provided to the publisher.

4.2 Adding a New Intellectual Property

There are three types of Intellectual Property: Patent, Invention, and License. Use the steps below to add an Intellectual Property to the Award.

1. Click **Add New Intellectual Property** above the grid on the Products – List page. (Figure 4)
2. PAMS will navigate to the Add New Award Intellectual Property page. Click the dropdown in the Type field and select the appropriate Intellectual Property Type. (Figure 13)

The screenshot displays the 'Add New Award Intellectual Property' page. The top navigation bar includes 'Tasks', 'Proposals', 'Awards', and 'Institutions'. The left sidebar lists 'ALL FUNCTIONS' with categories like 'General', 'Award Overview', 'Submissions', and 'Users'. The main content area shows the breadcrumb trail and the page title. A message instructs the user to select an intellectual property type from a dropdown and click 'Populate Form'. The 'Type' dropdown is highlighted with a red box, showing the options 'Patent', 'Invention', and 'License'. The 'Populate Form' button is also visible next to the dropdown.

Figure 13. Add New Award Intellectual Property

3. Click **Populate Form**. PAMS will reload the page and display a form specific to the selected Product Type.
- Refer to the sections below for guidance on completing the fields for each Intellectual Property Type.

4.2.1 Patent

Home

Tasks

Proposals

Awards

Institutions

Browse

Guide Me

Tuesday 20th July 2021 03:31:08 P.M.

ALL FUNCTIONS

General

Award Overview

Award Home

Modification History

Products

Submissions

Scheduled Progress

Reports

Submitted Progress

Reports

Modification Requests

Users

View List

You are here: Home » Awards » Browse » General [] » Products

Add New Award Intellectual Property

You can add a new Patent, Invention, or License on this page. Select the appropriate intellectual property type under the Type dropdown and click the Populate Form (+ View More)

DE-SC0000000: [Project Title]

Award Status: Active

Resources

View

Program Contact Info

Public Abstract

Fields with * are required

Intellectual Property

Type

Patent

Populate Form

Patent

Patent Title

Patent Abstract

Patent Number

Country/Transnational Patent Office

Patent Application Date

Application Status

Date Issued

Cancel

Save and Continue

Figure 14. Add New Award Intellectual Property, Patent

Required Fields

Element	Description
Type	This field contains the Intellectual Property type you selected and determines the Intellectual Property form you are filling out.
Patent Title	Enter the name of the patent.
Patent Abstract	Enter an abstract describing the patent.
Patent Number	Enter the number of the patent.
Country/Transnational Patent Office	Use the dropdown to select the country in which the patent resides.
Application Status	Use the dropdown to select one of the following to describe the status of the patent application: Submitted , Pending , or Granted .

4.2.2 Invention

Figure 16. Add New Award Intellectual Property, License

Required Fields

Element	Date
<i>Type</i>	This field contains the Intellectual Property type you selected and determines the Intellectual Property form you are filling out.
<i>License Title</i>	Enter the name of the license.
<i>License Status</i>	Use the dropdown to select one of the following to describe the status of the license: None , Pending , or Licensed .

4.3 Adding a New Technology or Technique

There is only one type of Technology or Technique. Use the steps below to add a Technology or Technique to the Award.

1. Click **Add New Technology or Technique** above the grid on the Products – List page. (Figure 4)
2. PAMS will navigate to the Add New Technology or Technique page. (Figure 17)

Add New Technology or Technique

You can add a new Technology or Technique on this page. Complete the Description field to describe the Technology or Technique. When you are finished, click the Save and (+ View More)

DE-SC0000000: [Project Title] Award Status: Active

Resources

[View](#)

[Program Contact Info](#) | [Public Abstract](#)

Fields with * are required

Technology or Technique

* Description (i)

Approximately 1 page (Max 2000 Characters without spaces): 2000 Characters left.

[Cancel](#) [Save and Continue](#)

Figure 17. Add New Technology or Technique

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
<i>Description</i>	Enter the name and a description of the technology or technique produced.

4.4 Adding a New Other Product

All products that do not fall into any of the previous categories are recorded under Other Product. These products include: Audio or Video, Databases, Data and Research Material, Education Aids or Curricula, Evaluation Instruments, Instruments or Equipment, Models, Physical Collections, Protocols, Software or NetWare, Survey Instruments, and Other. Use the following steps to add an Other Product to the Award.

1. Click **Add Other Product** above the grid on the Products – List page. (Figure 4)
2. PAMS will navigate to the Add New Award Other Product page. (Figure 18)

ALL FUNCTIONS << You are here: Home » Awards » Browse » General [] » Products

Add New Award Other Product

You can add new Audio or Video, Databases, Data and Research Material, Education Aids or Curricula, Evaluation Instruments, Instruments or Equipment, Models, Physical (+ View More)

DE-SC0000000: [Project Title] **Award Status: Active**

Resources [View](#)

[Program Contact Info](#) | [Public Abstract](#)

Fields with * are required

Other Product

* **Product Type** Select One If Other, please specify:

* **Description** [?](#) Approximately 1 page (Max 2000 Characters without spaces): 2000 Characters left.

[Cancel](#) [Save and Continue](#)

Figure 18. Add New Award Other Product

Refer to the table below for guidance on completing the required fields.

Required Fields

Element	Description
<i>Product Type</i>	Use the dropdown to select one of the following to describe the product type: Audio or Video, Databases, Data and Research Material, Education Aids or Curricula, Evaluation Instruments, Instruments or Equipment, Models, Physical Collections, Protocols, Software or NetWare, Survey Instrument, or Other. If Other , specify in the box to the right of the dropdown.
<i>Description</i>	Enter a description of the product and how it is being shared.

5 Saving a New Product

Use the steps below to save a new Product to the Award.

1. Once you have completed the required fields on the Product's form, click **Save and Continue** in the bottom right corner of the Product's page.
2. PAMS will return to the Products – List page and display a green success message confirming that your Product has been added successfully. (Figure 19)

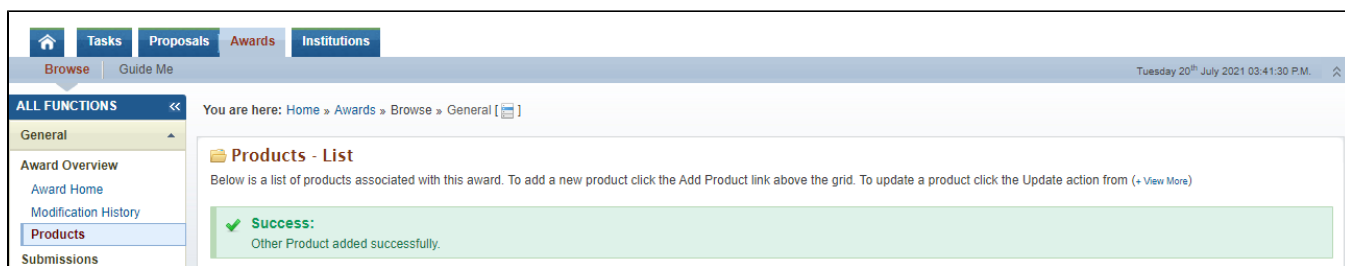



Figure 19. Products – List, Success



You can edit an existing Product at any time by clicking **Edit** in the **Actions/Views** menu in the Options column of the Product on the Products – List page you wish to edit. PAMS will navigate to the Product's form page, which will be populated with the Product's previously entered data. Refer to the sections above for guidance on completing the required fields for each form.